



PATUXENT RIVER, MARYLAND 20670-1139

PLAN OF THE WEEK

28 AUGUST 02 – 3 SEPTEMBER 02

ALL ORDERS, INSTRUCTIONS AND ITEMS OF PERTINENT INTEREST SET FORTH HEREIN WILL BE ANNOUNCED AT DEPARTMENT/DIVISION MEETINGS. ALL HANDS ARE RESPONSIBLE FOR READING THE PLAN OF THE WEEK AND OBEYING APPLICABLE ORDERS.

COMMANDER:	VADM J. W. DYER
VICE COMMANDER:	RADM C. H. JOHNSTON
COMMAND MASTER CHIEF:	CNOCM CONNOR, 7-7985
COMMAND CAREER COUNSELOR:	AE1 MURACH, 7-7842
DRUG AND ALCOHOL ADVISOR:	AMHC(AW) YOUNG, 7-8293
OMBUDSMAN:	MRS. REBECCA CONNOR, (301) 863-1827
SECURITY MANAGER:	MR. J. CODY, 7-2930
COMMAND MANAGED EQUAL OPPORTUNITY OFFICER:	LCDR K. J. GARBE, 2-2683
SENIOR ENLISTED SECTION LEADER:	ADCS(AW) MUFFLEY 7-9137
NAVAIR DUTY OFFICE:	7-6100
NAVAIR CDO (PAGER):	301-872-7471
NAVAIR INSPECTOR GENERAL HOTLINE:	(301) 757-1168
NAVY FRAUD, WASTE, AND ABUSE HOTLINE:	1-800-522-2451
NAVY SEXUAL HARASSMENT ADVICE LINE:	1-800-253-0931
NAS PATUXENT RIVER, FRAUD, WASTE AND ABUSE HOTLINE:	(301) 342-7519
NAVAIR MILITARY SUPPORT SERVICES WEB SITE:	Http://hro.navair.navy.mil/military
BUPERS HOME PAGE:	Www. bupers.navy.mil
UNIFORM OF THE DAY:	NASPAXRIVNOTE 1020 Refers

CARRY OUT DAILY ROUTINE WITH THE FOLLOWING ADDITIONS AND/OR DELETIONS

NAVAIR CDO WATCHBILL

WED	28 AUG	CDR BEAULIEU
THU	29 AUG	CDR KIRCHOFF
FRI/SAT/SUN/MON	30/31 AUG 1/2SEP	CDR MORGAN
TUE	3 SEP	CDR KOCH
SUPER:	30 AUG-1 SEP	CDR SYRING
SUPER:	2-8 SEP	CDR BRAYMER

POW MIA RECOGNITION DAY: National POW/MIA Recognition Day is traditionally observed on the third Friday in September. For 2002, President Bush is expected to sign a proclamation designating **20 September** as POW/MIA Recognition Day. Ceremonies and activities in support of national POW/MIA Recognition Day should honor all former prisoners of war, Service members and civilians, who remain unaccounted-for, as well as their families. Commands can observe POW/MIA recognition day by:

- A. Actively promoting, supporting and participating in national POW/MIA recognition day ceremonies on 20 September 2002, inviting former POW(s) or POW/MIA family members to these ceremonies as guests of honor.
- B. Flying the POW/MIA flag at military installations.
- C. Establishing a display or memorial honoring POW/MIA personnel.

Throughout our history, Americans have fought to protect the Freedoms and liberties that our nation represents and our people enjoy. "Freedom is not free" and in this age of world crisis, no one is immune to the devastation of war.

Join now in honoring all Americans who have suffered so much in defense of freedom. To the families of the men and women who

failed to return home from war, we renew our pledge to continue our efforts to resolve their fate. To our fallen comrades we promise:
"You are not forgotten."

For further information on POW/MIA matters or suggestions for POW/MIA Recognition Day ceremonies, contact PERS-62P at (901) 874-4302/3/5/6/DSN 882 or visit the Defense Prisoner of War/Missing Personnel office web site at <http://www.dtic.mil/dpmo/>.

GOVERNMENT TRAVEL CARD USAGE REMINDERS: Use of the government travel card for personal/non-travel related charges, even if the account is current by paying the bill on time, is not justification for inappropriate use of the card. All travelers must ensure travel vouchers are submitted within 5 days (or every 30 days for extended TDY). The travel card is still mandatory for lodging and/or rental car(s) charges while on official Government travel. For further information, contact Bonnie Clark at 7-3668.

***** CORRECTED NOTE*** SEPTEMBER WILL BE THE LAST MONTH FOR PRINTED LEAVE AND EARNING STATEMENTS:**
Due to funding and billet cuts, PSD Pax River will no longer be printing and distributing Leave and Earning Statements (LES) after the September print. Beginning with the October LES, members will be required to use the Employee/Member Self Service (E/MSS) for viewing/printing of LES's. E/MSS may be accessed 24 hours a day, 7 days a week through the Internet at <http://www.dfas.mil/emss>. Access requires a Personal Identification Number (PIN). To establish a PIN, members must follow the instructions on the DFAS Web site or contact the E/MSS customer support unit at 1-800-390-2348 from 0700-1930 EDT, Monday through Friday.

E/MSS allows all Military and Civilian Department of Defense Employees access to their official pay account using either an Interactive Voice Response Telephone System (IVRS) or the Internet. Once they establish their unique personal identification number (PIN), members may access E/MSS to:

- A. View/Print their current and two previous leave and earnings statements (LES).
- B. Change their federal income tax withholding
- C. Update information for electronic funds transfer to their selected financial institution.
- D. Enroll in the thrift savings plan (TSP) during open season or within 60 days of joining the service. Members may change the percentage of basic pay/incentive pay/special pay contributed during open season, start or change bonus pay at anytime if already contributing to TSP and cancel contributions at any time.
- E. View status of travel claim payment processing for vouchers paid after 2 October 2001. Travel vouchers can be accessed by searching on the date paid, a date range, or by the last six positions of the travel order number.
- F. Change personal identification number (PIN) for both E/MSS and IVRS.
- G. Future E/MSS enhancements will enable members to execute state tax changes; start, stop, and change savings bond allotments; and view/print W-2 forms.

Questions may be directed to PN1 Hedrick at NAVAIR's Military Personnel Office. He can be reached at 2-3719.

COMBINED BACHELOR QUARTERS (CBQ) CHECK-OUT PROCEDURES: Upon transferring from the command make sure you check out with CBQ. A large number of residents are failing to officially check out with the CBQ, causing a negative impact on maintaining an accurate occupancy percentage. When vacant spaces are discovered, they are not prepared for immediate occupancy. Geographic bachelors who do not officially check out run the risk of paying additional facility support fees. For further information, to contact the CBQ at 2-3601.

E-6 TO E-4 ADVANCEMENT EXAMS: Examinations will be held at the NAS Drill Hall (BLDG 458) in accordance with the following schedule:

<u>RATE</u>	<u>TIME</u>	<u>DAY</u>	<u>DATE</u>
E-6:	0730	Thursday	05 September 2002
E-5:	0730	Thursday	12 September 2002
E-4:	0730	Thursday	19 September 2002

Exam candidates should report to the exam site not later than 0715 in uniform of the day with military ID card. To be eligible for participation in the advancement exam, all candidates must have a performance mark average. Those personnel who do not have a current evaluation report in their present pay grade must have a special evaluation submitted with an end date not later than 31 August 2002 so that a performance mark average may be computed. POC is Dennis L. Allison, 2-7306.

NATIONAL HISPANIC HERITAGE MONTH: National Hispanic Heritage Month will be observed from 15 September to 15 October 2002. The theme for this year's observance is "Hispanic Americans: Strength in Unity, Faith, and Diversity."

Hispanic Americans have enjoyed a rich military heritage in defense of this nation and have made significant contributions to our nation's history. Hispanic Americans have a proud heritage that all military leaders of the twenty-first century can emulate. "Hero Street, USA," formerly named Second Street, located in Silvis, Illinois, earned its name because of the sacrifice eight young Hispanic American men of Mexican descent made when they gave their lives in World War II and the Korean War. The patriotism these men displayed has continued throughout the years. Recent contributions to the Hispanic community were recognized in May 2002, when LCDR Angel R. Rivera,

USN, and AVCM(AW) Robert Mireles, USN, were awarded the prestigious National Image, Incorporated Meritorious Service Award for their outstanding contributions to the Hispanic community and the U.S. Navy. Valuing the diversity of each individual and fostering an atmosphere of inclusion is crucial to the continued success of the U.S. Navy.

The purpose of this observance is to increase our awareness and understanding of Hispanic Americans and honor their contributions to our society. All commands are strongly encouraged to celebrate Hispanic Heritage Month through educational programs, exhibits, publications, and participation in military and community events that recognize the diversity of our American heritage. Visit web Site www.persnet.navy.mil/pers00h/observances.html for information on cultural observance months. POC is LCDR Deborah Brown at (901) 874-4283/DSN 882 or e-mail: p00h1@persnet.navy.mil.

FALL 2002 PRT CYCLE: Start now! Beat the rush! If you have not been adhering to the CNO Directed three times a week exercise program, don't wait for the last minute. Mark your calendars now for the upcoming semi-annual PRT cycle! The FALL 2002 PRT schedule is as follows:

5 August 2002-14 October 2002 -- Risk Assessment and Medical Screening

21 October 2002 -25 October 2002 (0630-0830) - Weigh-Ins at the Drill Hall, (Body Composition Assessment)

28 October 2002- 01 November 2002 - PFT Testing (Run/Swim, Curl-Ups, Pushups, Sit-Reach at the Cedar Point Beach Pavilion from **0800-1000. (SWIMMERS AT 0800 ONLY.)**

Report to your Competency/PMA PRT Representative ASAP to do your Risk Factor Screening. This **MUST** be done prior to the weigh-ins and **MUST** be done prior to any medical screenings required. The only form Medical will accept for Medical Screenings will be the SF 600 printed directly from the PRT Program by your Competency/PMA Rep. **YOU MUST HAVE A CURRENT PHYSICAL EXAMINATION TO PARTICIPATE.** Failure to maintain or update your physical will result in a non-participant status for the upcoming PRT Cycle and Service Record/EVAL/FITREP entries as directed by OPNAVINST 6110.1F. Non-participation in testing is also a failure and will be documented accordingly via page 13 entries and other means as required by the OPNAVINST 6110.1F.

SEPTEMBER 11 COMMEMORATIVE RELAY RUN: As the period approaches to mark the commemoration of September 11th several events are in the planning stages in and around the Pentagon. There will be a ceremony at the Pentagon impact site on September 11th and a Group Burial at Arlington National Cemetery on September 12th. The Navy is sponsoring a Relay Run of the National Ensign from the Pentagon to Somerset County PA and then on to Ground Zero. The course will cover 485miles and take about 4 days to complete. The run is open to all Military and DOD Civilian personnel and their family members. The length of each leg will be based on the total number of runners that volunteer. Further details on these events will be promulgated when available. Point of contact is CNO Command Master Chief McGurk and he can be reached at Comm: 703-602-5030 DSN: 322-5060 Email: McgurkSean@hq.navy.mil.

PERFORMANCE EVALUATION AND COUNSELING CHANGES : CNO has approved recommendations brought forward from the performance evaluation and counseling working group, officer and enlisted leadership from the fleet charged with recommending substantive changes to enhance our performance evaluation system. These changes support CNO's emphasis on covenant leadership and his charge that all leaders be evaluated on mission accomplishment and their record in growing and developing the men and women they are privileged to lead. The following changes will become effective **31 August 2002:**

a. The requirement to substantiate 5.0 grades in the comments section has been removed. This is being done to provide reporting seniors additional flexibility and space to fully describe the individual's personal qualities and traits in conjunction with strong supporting comments on actual performance and future potential. In short, leaders will now have a better opportunity to fulfill their key responsibility to accurately personalize each evaluation form. Desired result: performance appraisals which serve as a valuable feedback tool benefiting the individual and an improved medium to provide detailers and selection boards with the insight needed to assign and evaluate an individual for promotion.

b. **Effective immediately**, it is mandatory in reports on Commanding Officers, Officers, Chief Petty Officers, and Leading Petty Officers, who are responsible for Officer and Enlisted Personnel to comment on efforts and quality of results in fostering a command and workplace environment conducive to the growth and development of personnel. Consider contribution to personnel advancement, increased educational opportunities, overall career development, and results of retention excellence award programs. Where appropriate, comment specifically on successful efforts in the retention of junior officers and enlisted.

c. The "Equal Opportunity" trait has been changed to "Command or Organizational Climate/Equal Opportunity" on FITREP and Eval forms in order to better represent Navy retention goals and to support the growth and development of subordinates. Particularly for Officers, Chief Petty Officers and Leading Petty Officers, the intent is to assess the contribution of the individual being evaluated toward the personal and professional development and fair treatment of assigned personnel as well as the overall command climate. Marks in this block will now include an evaluation of contributions to high retention and low attrition. A mark of 4.0 will document an above average contribution to positive retention, low attrition, equal opportunity, and command/community involvement. A mark of 5.0 will recognize exceptional performance in improving retention, reducing attrition, leadership in equal opportunity, community involvement and activities benefiting Navy personnel and their families.

d. A summary group average block has been added to the reporting senior's signature block on both the FITREP and Eval forms. In addition, a member trait average block has been added to the reporting senior's signature block of the FITREP form. Reporting seniors will ensure the member's trait average and summary group average are handwritten until changes to NAVFIT can be effected on FITREP and Eval forms. Because this information is available to and used by selection boards, personnel should be aware of the relationship between these averages.

It will be advantageous to have this information readily available when conducting post-evaluation counseling sessions. For further information refer to NAVADMIN 213/02 at www.bupers.navy.mil.

K. J. GARBE
Division Director, Military Services